

United States Mission Equatorial Guinea

Vacancy Announcement

No. 2009-005	Date: May 15, 2009	Ref:
Subject:	POLITICAL/ECONOMIC ASSISTANT	
Location:	MALABO - DEPARTMENT OF STATE	
Applicability:	ALL INTERESTED CANDIDATES	

OPEN TO: All Interested Candidates

POSITION: **TRANSLATOR / PROTOCOL ASSISTANT**

OPENING DATE: May 15, 2009

CLOSING DATE: May 29, 2009

WORK HOURS: Full-time; 40 hours/week

SALARY: * Not Ordinarily Resident: Position Grade – FP 4
(To be confirmed by Washington)
* Ordinarily Resident: 19,596,775 XAF p.a.
Position Grade - PSA-10
In addition to the basic salary, all allowances will be paid
in accordance with the Mission Local Compensation Plan.

NOTE: ALL ORDINARY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in **Malabo, Equatorial Guinea** is seeking to employ a suitable and qualified candidate for the position of **POLITICAL/ECONOMIC ASSISTANT**.

BASIC FUNCTION OF POSITION

Under the supervision of the Malabo Political/Economic/Public Affairs Officer the Specialist is the principal LES advisor on political and economic issues to the Pol/Econ/PA Officer. She/he will collect and analyze political and economic data, and prepare reports and forecasts as requested. The Specialist also assists in planning and implementing Representational events, assists with planning and implementing media and cultural programs and assists with American citizen consular services.

POSITION REQUIREMENTS

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item or the application will not be considered.

1. **Education:** A University degree in Political Science, International Relations, History, International Law, or other closely related field is required.

2. **Experience:** Five years of progressively responsible experience in political/economic research and analysis, newspaper reporting of political/economic developments, university teaching or closely related field is required.
3. **Language:** Level IV (Fluency) Speaking, Reading and Writing English and Spanish are required.
4. **Job knowledge:** Must have a good knowledge of Equatorial Guinea's political, military, economic, and social structure, institutions, political parties, historic development, and key political and military figures. Must have a sound knowledge of US foreign policy objectives vis-a-vis E.G. and a thorough understanding of internal political reporting requirements and procedures. In addition to the required language knowledge for English and Spanish, the incumbent must be familiar with correspondence format, military protocol, and military and aviation terminology in order to provide accurate interpretations/translations.
5. **Skills and Abilities:** Wide-ranging analytical ability is required with emphasis on political, military, and economic spheres. Ability to obtain material from varied sources and prepare reports of a factual nature in precise and accurate form. Must have an extensive knowledge of Guinean and American protocol and social customs, personalities, and organizations, and should be able to move comfortably and knowledgeably within the varied levels of the required contacts. Must be a self-starter and show initiative.
6. Level II typing skills (40 wpm) and a good knowledge of standard MS Office software is required. A valid driver's license would be desirable.

SELECTION PROCESS

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is important that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFM's who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for U.S. Federal Employment (**SF-171** or **OF-612**; available at Embassy Gate and Internet Web site) completed in English; plus
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e. g. essays, certificates, awards, copies of degrees earned) that addresses the qualifications requirements of the position as listed above.
4. Please indicate position title and vacancy announcement number of the top right corner of the envelope and also on the subject line of the application letter.

SUBMIT APPLICATION TO:

The Human Resource Office

Via email at: malaboapplicant@state.gov

****Please, indicate the title of the position you are applying for on the "Subject:" line of the email.**

OR at the

Embassy of the United States of America

KM-3 Carretera de Aeropuerto (El Paraíso),

Apartado 95, Malabo - Guinea Ecuatorial

POINT OF CONTACT

Tel: (+240) 098 895

Fax: (+240) 098 894

DEFINITIONS

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
3. U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position needs to meet the following criteria:
 - US citizen;
 - Spouse or dependent who is at least age 18;
 - Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority; and either
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; OR
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2

CLOSING DATE FOR THIS POSITION: May 29, 2009

The US Mission in Malabo provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

AN EQUAL OPPORTUNITY EMPLOYER

Approval:

Drafted: AEA

Cleared: